

# Oral Presentations Guidelines

Please use the checklist below to ensure that you do not miss any important steps in preparing for your presentation at the 2004 Joint Assembly.

- Prepare Your Presentation
- Determine Your Audio Visual Needs
- Backup a Copy of Your Presentation
- Order Additional Audio Visual if Needed. Charges May Apply.
- Pre-submit Your Presentation via Internet
- ON-SITE: You MUST check in at the Speaker Ready Room at least 24 hours before your session. Those speaking on Monday, 17 May should check in on Sunday. The Speaker Ready Room is located in Room 514a, Fifth level, Palais des Congrès.
- Give Your Presentation

## **PREPARE YOUR PRESENTATION**

Graphics must be well designed, simple, and readable by everyone in the audience. It is worthwhile to use a professional preparation service, if possible.

Use as few graphics as needed that can be discussed in the time allotted. As a general rule, use one graphic for each one or two minutes of presentation time.

Presentations are most readable when using a dark background (blue, for example) and bright lettering (yellow or white). It is often helpful to step 8-10 feet back from your computer screen and make sure that your slides are readable. Stay away from small fonts that will be illegible from the back of the room, and break up a complex slide into a series of slides.

Devote each graphic to a single fact, idea, or finding. Illustrate major points or trends, not detailed data.

Do not show long or complicated formulas or equations. Each graphic should remain on the screen at least 20 seconds.

Use the absolute minimum number of words in the title, subtitle, and captions. Remember that standard abbreviations are acceptable.

Use bold characters instead of fancy fonts.

Table preparation: Do not use more than three or four vertical columns or more than six to eight horizontal rows. Information is harder to read with more columns or rows. Do not use ruled vertical or horizontal lines; they distract the eye and clutter the graphic. Whenever possible, present data using bar charts or graphs instead of tables.

Graph preparation: Generally, do not use more than one or two curves on one diagram; a maximum of three to four curves may be shown, but only if well separated. Label each curve; do not use symbols and a legend. Do not show data points unless scatter is important.

Colored graphs are very effective. Color adds attractiveness, interest and clarity to slide and viewgraph illustrations and should be used whenever possible. If you use color, remember that contrasting colors are easier to see.

Examine every graphic and view them under adverse light conditions before presenting at a meeting. It is sometimes impossible to provide excellent light conditions at meetings.

An introductory and concluding graphic can greatly improve the focus of your talk.

For additional information on creating PowerPoint presentations, please see the PowerPoint Tips & Style Guide at <http://www.avhqspeakerservices.com>.

## **DETERMINE YOUR AUDIO-VISUAL NEEDS**

All oral session meeting rooms are equipped with the following audio-visual equipment:

- 1-LCD projector
- 2-Computers – 1 Windows-based PC and 1 Mac
- 1-Overhead projector
- 1-Screens
- 1-Pen style laser pointer
- 1-Speaker Timer

The computers in the oral session rooms will be Windows-based PCs with Microsoft PowerPoint (Office XP installed) and standard Mac. All videos should be in .avi or.mpg (not .mov) format so they will run properly on the computers provided. Presentations should be reviewed to be certain the fonts are displayed correctly. PowerPoint presentations created on Macintosh systems must be able to run on a Windows-based

system to insure proper transition of animations and fonts. Contact Ed Berru at [eberru@avhq.com](mailto:eberru@avhq.com) or Lara Gough at [lgough@avhq.com](mailto:lgough@avhq.com) for assistance.

## **BACK UP YOUR PRESENTATION**

We recommend you bring at least 2 copies of your presentation to the meeting in case there is a problem with one of them. Standard Zip 100, Zip 250 and Zip 750, and CD-R and CD-RW, Compact flash card, Memory Stick, Multi-media card or SD Card will be supported.

## **ORDER ADDITIONAL AUDIO-VISUAL COMPONENTS**

AGU goes to great lengths to provide up-to-date-equipment, but cannot provide for every need. 35 mm slide projectors and other equipment is available, but at cost to the presenter. **If you plan to show a videotape or dvd**, you will need to rent a videocassette/dvd player, for example.

Please use the **Additional Audio Visual Equipment Order Form** to place your equipment needs by **7 May 2004**. If you do not order in advance, costs will increase substantially on site. If you have any questions, please contact the AGU Meetings Department by calling 1-202-777-7335, or by email to [eshortill@agu.org](mailto:eshortill@agu.org).

## **PRE-SUBMIT YOUR PRESENTATION**

[www.avhqspeakerservices.com](http://www.avhqspeakerservices.com)

Each speaker can either submit their presentation via the AVHQ speaker services web site, [www.avhqspeakerservices.com](http://www.avhqspeakerservices.com) by **7 May 2004**, *OR* bring their presentation to the Speaker Ready Room on CD-ROM, floppy disk, Zip disk, Compact flash card, Memory Stick, Multi-media card, SD Card, or laptop **24 hours prior to the scheduled time of their presentation**.

Log into the site and create a profile, including a unique user name and password. If you have any problems logging on to the site or have problems uploading your presentation, please email your questions to [eberru@avhg.com](mailto:eberru@avhg.com) or [lgough@avhg.com](mailto:lgough@avhg.com)

You can upload as many revisions to your presentation as you like, but please be sure to bring the most up to date backup copy with you to the meeting.

The online pre-submission is not required, but it is strongly encouraged. **If you submit your presentation via the website, you will save time on site waiting for your presentation to be down loaded. When checking in, you simply go to a terminal, and AVHQ personnel will pull up your presentation for preview.**

**CHECK IN AT THE SPEAKER READY ROOM ON SITE AT LEAST 24 HOURS PRIOR TO YOUR SESSION**

The Speaker Ready Room is located in Room 514a, Fifth level, Palais des Congrès. **Checking in at the Speaker Ready Room is the single most important action you will take to insure your presentation is a success.** ALL speakers are required to check into the Speaker Ready Room at least 24 hours before their presentation. Those presenting on Monday 17 May must check in on Sunday between 1400h and 1900h. We strongly suggest that presenters for Monday 17 May use the pre-submission option. The hours of operation are:

Sunday, 16 May	2:00 pm to 7:00 pm
Monday, 17 May	7:00 am to 5:00 pm
Tuesday, 18 May	7:30 am to 5:00 pm
Wednesday, 19 May	7:30 am to 5:00 pm
Thursday, 20 May	7:30 am to 5:00 pm
Friday, 21 May	7:30 am to 5:00 pm

When reviewing your presentation, you should make sure all fonts appear as expected and all sound/video clips are working properly. You will be able to edit your presentation at this time. Once you are finished reviewing your presentation and verify it is ready, AVHQ personnel will queue your presentation.

The file will then be transferred to the computer network at the meeting. When the presentation is to be given the file will be loaded on the computer in the oral session room. Each room will be staffed with an audio-visual technician who will assist in starting each presentation. Once the presentation is started, the speaker controls the program using a computer mouse. At the end of the meeting, all files will be destroyed.

**Laptop Support**

In order to support presenters who want to review and modify their presentations while at the Joint Assembly, there will be support for transferring files from a laptop. If you plan to do this, we recommend you bring a back up of the presentation on some other media, including CD-ROM or Zip drive in case there is a problem transferring the file from the laptop. The AV support personnel will attempt to transfer the file from a laptop to the network. This may include installing a Zip drive or CD writer to the laptop, or configuring a network card. If you have a network card, bring it along. Plan some extra time in order to be certain the files can be transferred. Please make sure you have all power, video and networking adapters.

Personal laptops cannot be used in meeting rooms while giving your oral presentation. You must load your visuals from the Speaker Ready Room.

Speaker Ready Room personnel are not responsible for your devices, i.e., memory cards, disks, laptops, etc.

### **Security**

You will need to provide identification in order to submit your presentation and also to access it in the Speaker Ready Room.

Zip Disks and CDs are returned to the speaker.

Floppy drives on the computers are disabled so no presentations can be copied.

Cameras and video equipment are not permitted in the Speaker Ready Room.

All files on the computers are deleted at the end of each day in the presence of an AGU staff person.

## **GIVE YOUR PRESENTATION**

Be considerate of the other speakers and the audience by staying within your allotted time. The allotted time for your presentation includes 5 minutes for discussion and changeover to the next speaker. Session presiders will hold you to the allotted time. This is essential to ensure adequate time for questions and discussion and adherence to schedule.

Please discuss the same material as reported in the abstract

Prepare your presentation in advance so that your ideas are logically organized and your points clear. At the very least, write a detailed outline of your presentation with essential points.

Take the time to rehearse your presentation. Give your talk to one or more colleagues and ask them for suggestions for improvement. If your presentation runs longer than the allotted time, eliminate the least essential material and rehearse again.

Give an opening statement to acquaint the audience with the nature and purpose of the study. Speak slowly and clearly. Word choice should be simple: use active words and short sentences. Words should reinforce your visual material.

Use the public address system and be sure to speak into the microphone and toward the audience. When using the microphone clipped to your lapel, it may be difficult for the audience to hear you if you turn your head away from the microphone. If you need to see what is being shown on the screen, have pictures or copies at the podium.